

**RETURN MERCHANDISE AUTHORIZATION (RMA)****Section I – Customer/Contact information from your Commercial Receipt**

<b>1.</b> Today's date	
<b>2.</b> RMA number	
<b>3.</b> First/Last name	
<b>4.</b> Company	
<b>5.</b> Address	
<b>6.</b> Telephone number	
<b>7.</b> Fax or Email	
<b>8.</b> Order number from Commercial Receipt	
<b>9.</b> Product ID(s) to be returned	
<b>10.</b> Product ID(s) requested (if any)	
<b>11.</b> Reason for request	

**Section II – Complete the information below if you anticipate receiving a credit or refund.**

<b>Census Deposit Account</b>	Account Name		Number	9
<b>Check</b> (If routing and account number are different from original)	Routing number (9 digits—usually on the left)			
	Account number (digits vary)			
<b>Credit Card</b>	Name on card			
	Number		Expires	

**Call the Customer Services Center when you have any questions and to let us know you have faxed the form.  
Fax completed form to 301-457-3842 or toll free 1-888-249-7295.**

**Section III – FOR Internal Use Only**

<b>1.</b> Date received	<b>2.</b> Call Center Rep:	<b>3.</b> Date to FIN:

**Instructions for Filling Out The  
Return Merchandise Authorization Form BC-1885(ef)**

**Complete Sections 1 and 2**

**Use the Commercial Receipt you received with  
your order to complete the following:**

<b>1.</b>	Date you are filling out this form.
<b>2.</b>	Leave blank. You will be assigned an RMA number once we receive this completed form.
<b>3.</b>	Provide the first and last name of the contact person as it appears on your Commercial Receipt.
<b>4.</b>	Provide the Company name as it appears on your Commercial Receipt.
<b>5.</b>	Address as it appears on your Commercial Receipt.
<b>6.</b>	Provide telephone number where we can reach you.
<b>7.</b>	Provide fax number or email address.
<b>8.</b>	Provide Order Number from your Commercial Receipt.
<b>9.</b>	Provide Product ID number(s) from the merchandise being returned.
<b>10.</b>	Provide Product ID number(s), for the merchandise being requested (if any).
<b>11.</b>	Provide reason for returning the merchandise.

**Credit or Refund Information:**

<i>Complete appropriate line item that you originally used to pay for this purchase.</i>
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*Fax completed form to 301-457-3842 or toll-free 1-888-249-7295.*

**Call the Customer Services Center when you have any  
questions and to let us know you have faxed the form —  
301-763-INFO (4636)**